

MANAGEMENT ANALYST

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional work identifying and analyzing management issues including development of reports, recommendations and implementation strategies; does related work as required. Work is performed under the general supervision of the County Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Identifying and analyzing management issues; developing reports, recommendations and implementation strategies; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinates daily work activities; organizes, prioritizes, and assigns work to project team members as appropriate; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Interprets, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; writes, interprets and enforces County policies.
- Performs in-depth analysis of organizational issues, practices, policies, and procedures; analyzes the adequacy and effectiveness of practices and policies; analyzes the development of new procedures and policies as required.
- Evaluates resources, missions, and financial and internal controls; determines adequacy, effectiveness, and efficiencies in meeting management and operating objectives; makes recommendations for improvements.
- Examines and approves accounts payable check register for conformance and compliance with policy; reviews leave and overtime records for conformance and compliance with policy.
- Analyzes statements of functions in organizational and administrative units; assists in identifying and eliminating duplication of functions.
- Prepares reports/studies of both factual and analytical nature to bring actual/anticipated problems to attention of appropriate managerial levels; researches and compiles various statistical or administrative data; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports, charts, and presentations.
- Participates in implementation of recommendations to ensure conformity with approved plans and to provide a link between concept and execution.
- Provides assistance to department heads, constitutional officers, and agency officials and their staffs to promote the most efficient and effective accomplishment of operating objectives.
- Consults with County Administrator, Board of Supervisors, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; briefs Board of Supervisors on management studies; makes presentations to county management, boards, and citizens.
- Prepares, reviews, completes or processes various forms, reports, correspondence, comparative data, legislative reports, policies, procedures, manuals, publications, bulletins, directories, reference materials or other documentation.
- Attends meetings; serves on committees; makes speeches or presentations as needed; develops presentation materials; leads and facilitates committees, work groups and process action teams.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of research techniques, methods and procedures and applicable laws/regulations; thorough knowledge of the principles, methods and application of research, analysis and the use of statistics; general knowledge of modern office management, principles, practices and equipment; ability to analyze, interpret and report research findings and recommendations; ability to prepare, interpret and explain difficult and complex financial and administrative reports; ability to establish and maintain effective working relationships with associates, governmental officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in liberal arts or related field and considerable financial analysis and project management experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.